The **E**tiquette **C**onsulting **G**roup, LLC

EXCELLENCE • CIVILITY • GRACE

**SERVICE REQUEST FORM**

Thank you for your interest in The Etiquette Consulting Group, LLC. **Please complete the form in its entirety.**  A representative will respond to your inquiry within 3 business days.

**NOTE:** *This form is not a contract; it is for informational purposes only, to help us gauge how best to serve your audience.*

**Full Name:**

**Organization:**

**Title:**

**Telephone:**

**Best time to contact:**

**E-mail address:**

**Organization Address:**

**City/State/Zip Code:**

**Event Date Requested:**

**Event Location:**

**Event Start and End Time:**

**Type of Event: circle event (Conference, Workshop, Professional Development Seminar, etc.)**

**Length of Workshop/Presentation:**

**DINING ETIQUETTE WORKSHOP ONLY: Will a meal be provided by your organization for (Dining Etiquette) workshop participants?**

**DINING ETIQUETTE WORKSHOP ONLY: Would you like to discuss catering options with The Etiquette Consulting Group to provide a meal for (Dining Etiquette) workshop participants?**

**Training Budget:**

**Under $1,500**

**$1,500 – 3,000**

**$3,000 – 4,500**

**Over $4,500**

**Will there be other presenters/speakers?**

**Audience Size:**

**Are you charging admission?**

**Can The Etiquette Consulting Group presenter(s) offer his/her products/services to audience?**

**Please note that unless otherwise agreed upon, a non-refundable deposit equal to 50% of the fee/honorarium will be required, along with a signed contract, when the terms for The Etiquette Consulting Group’s services are finalized.**

***This form is not a contract; it is for informational purposes only.***

***Thank you for your interest in having The Etiquette Consulting Group participate in your event. We look forward to discussing it with you further.***

**After completing this form please return via:**

 **Email: etiquettecg@comcast.net**